

U.S. Department of Energy Office of Legacy Management



POLICY: 243.1

Effective: 8/14/06

SUBJECT: RECORDS ACCESS AND RETRIEVAL POLICY

1. **OBJECTIVE.**

To establish the policy and responsibilities for access to and retrieval of Federal records in the custody of the Office of Legacy Management (LM).

2. **CANCELLATION.** None

3. **APPLICABILITY.**

This policy applies to all records in LM custody, regardless of format, medium, or location and in accordance with Federal regulations.

4. **RESPONSIBILITIES.**

- a. The Program Records Official (PRO) establishes LM records access and retrieval requirements.
- b. The Records Liaison Officer (RLO):
 - (1) Oversees access controls to records storage areas and records management applications (RMAs).
 - (2) Ensures that this policy is adhered to when information is retrieved from LM records collections.
 - (3) Facilitates reviews of loan requests that involve original record material.

- c. LM personnel shall comply with this policy and with established visitor control protocols.

5. POLICY.

It is LM's policy to maintain physical, personnel, and public access controls for all records in its custody. Approved and consistent records access and retrieval controls are an integral part of LM's records management program. LM personnel will comply with records management access controls to ensure the trustworthiness, integrity, accessibility, availability, and protection of information critical to the LM program in accordance with DOE and Federal regulations. Records will be accessed and retrieved only in the performance of DOE authorized work. The integrity of original records material will be honored. All materials generated by or given under the custody of LM will be maintained according to DOE Order 243.1.

6. REFERENCES.

- a. 36 *Code of Federal Regulations (CFR)* Chapter XII, Subchapter B, Records Management
- b. DOE Order 243.1, Records Management Program
- c. LM Procedure 200.4, Records Management

7. DEFINITIONS.

- a. Access Control -- The process of permitting or denying access to information, facilities, resources, or designated areas.
- b. Records Management Applications (RMAs) -- Software used by an organization to manage its records. Its primary management functions are categorizing and locating records and identifying records that are due for disposition. RMA software also stores, retrieves, and disposes of the electronic records that are stored in its repository.
- c. Records Storage Area -- Any LM designated location for properly maintaining LM record collections.

Original signed by

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